

Springdale Fire Department

Policy & Procedures Manual

Volume 4 – Prevention, Public Education

Section 401 – Inspections

401.2 – Company Level Inspections

The Fire Marshal is responsible to manage the Company Level Inspection Program. Each Engine and Ladder company is assigned a group of occupancies to inspect within their FMA. Occupancy assignments are distributed evenly among the three shifts and are listed within the Inspection District section of the Firehouse occupancy module.

Occupancies that are assigned as part of the Company Level Inspection program will primarily consist of low hazard commercial buildings, strip malls, office complexes, simple storage uses, and business use groups. Company Officers are responsible to contact and schedule inspections with representatives of the occupancies that they are assigned, and perform an inspection at each assigned occupancy every calendar year.

Fire Prevention Personnel are assigned the more complex occupancies such as day care centers, nursing homes, residential care facilities, hospitals, large mercantile buildings, large sprinklered occupancies, hazardous occupancies, assembly occupancies, restaurants, etc.

Company level inspections need to be documented in the Firehouse occupancy module using inspection code **902 – Engine Company Inspection**. Follow-up inspections need to be documented using code **904 – Engine Company Follow-up Inspection**. Completed inspections forms need to be forwarded to the BC Fire Marshal.

If any occupancy has outstanding discrepancies after two company level follow-up inspections have been completed, the Officer responsible for the inspections shall notify the Fire Marshal and Assistant Fire Marshal via e-mail. Fire Prevention Personnel will issue a notice of violation to the responsible party and allow 14 days for compliance. If compliance has not been obtained following 14 days, a Summons to Appear will be issued to the responsible party.